

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
433-02

**Effective Date:**  
04/09/2018

**Subject:**  
Accreditation Process Training

**Approved by:**  
  
**Steven D. Hebbe, Chief of Police**



### **PURPOSE:**

To establish procedures governing training on the accreditation process.

### **POLICY:**

It is the policy of the Farmington Police Department to recognize the importance of training all agency personnel on the process by which the Department obtains accredited status through the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Department familiarizes its personnel with the process and any changes or updating that is required.

### **PROCEDURE:**

Familiarization training concerning the accreditation process is provided to Department employees as follows:

1. To all newly hired agency personnel within thirty (30) days after their employment begins or within thirty (30) days after completion of the recruiting academy;
2. To all agency personnel during the self-assessment phase associated with achieving initial accreditation and each re-accreditation;
3. To all agency personnel prior to an on-site assessment associated with initial accreditation and each re-accreditation.

The familiarization training may include:

1. The history and background of accreditation and the Department's involvement in the process;
2. The accreditation/re-accreditation process;
3. The goals and objectives of accreditation/re-accreditation;
4. The advantages of accreditation/re-accreditation and its impact on the department.

Familiarization training is coordinated and implemented by the Accreditation Manager, the supervising

Lieutenant or the Training Division. Training may be accomplished by classroom instruction, training tapes, memorandums, shift briefings, and periodic attendance by Department personnel at meetings of the Commission on Accreditation for Law Enforcement Agencies.

### **Accreditation Manager Training:**

The Farmington Police Department recognizes that the role of the Accreditation Manager is very specialized and requires familiarization with the accreditation process. When an employee is assigned to the position of Accreditation Manager, the employee is required to attend specialized accreditation manager training within one year of employment. To maintain familiarity and stay abreast of changes within the accreditation process, the individual will also be required to participate in the Rocky Mountain Accreditation Network (RMAN) police accreditation coalition, as well as attend at least one CALEA conference during the current award period.